



EMPLOYMENT OPPORTUNITY

The Southern First Nations Secretariat (SFNS) is seeking qualified applicants for the position of:

Roster for Mediation Services Coordinator

(Part-Time, Contract Position)

POSITION REPORTS TO: Executive Director

EMPLOYMENT DURATION: 1 Year

EXPECTED HOURS: 22.5 hours per week, based on a flexible schedule

POSITION SUMMARY: A Roster of Alternative Dispute Resolution trained facilitators will provide facilitated, interest based negotiations as a service support to member First Nations of SFNS. The Roster for Mediation Services Coordinator will coordinate and support requested sessions and the Mediation Roster.

DUTIES

Key Result Areas:

- Actively promote SFNS' Roster for Mediation Service to potential and existing clients including member First Nations and First Nation organizations within the region;
- Receive and process case referrals;
- Arrange mediation meetings, including access to neutral venues; booking meeting space; and arranging refreshments;
- Establish and create appropriate documentation and systems to support the mediation service where required;
- Identify and pursue suitable funding opportunities for the service in collaboration with the Proposal Writer;
- Prepare quarterly reports which summarize activities and outcomes;
- Identify training needs for Roster members and organize training sessions;
- Recruit and interview potential Roster Members;
- Orient new Roster Members to the service process;
- Provide case supervision for mediators;
- Other duties or tasks that may be required by and are relevant to this position.

STATEMENT OF QUALIFICATIONS:

Basic Requirements (Mandatory & Minimum):

- Bachelor of Arts in Social Work or related field of study; and
- Three years of related coordinating experience.



Rated Requirements:

- Trained or accredited mediator considered an asset;
- Ability to work as part of a team, including with Roster Members and referring agencies;
- Understanding of First Nations program delivery, experiences, and challenges;
- Strong verbal and written communication skills;
- Ability to work with emotional clients and respond in a professional manner;
- Excellent organizational and time management skills;
- Proficiency in Microsoft Outlook, Word and Excel as well as navigating the Internet;
- Willing to travel, valid driver's license, and unrestricted access to reliable transportation; and
- Willingness to provide a police check.

PHYSICAL DEMANDS:

- Sitting for long time periods in office at a desk, computer terminal, or in meetings;
- Required to drive a vehicle to perform duties; and
- Very occasional light lifting (maximum 20 pounds).

SALARY RANGE: \$20.51 - \$ 23.08 an hour, commensurate with experience.

Closing Date: Wednesday, May 15, 2019 at 4:00pm

Interviews are tentatively scheduled for Thursday, May 23, 2019

Please submit a resume with three current, written employment references to:

Jennifer Whiteye, Executive Director
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Fax: (519) 692-5976
Email: jenwhiteye@sfns.on.ca

Please clearly mark your envelope or subject line: "Confidential – Roster for Mediation Services Coordinator."

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

PREFERENTIAL HIRING:

SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.